

## TITLE I TEACHER

### **DEFINITION:**

Under the direction of the principal, to assist designated students in basic skills; develop, organize and conduct a basic skills program in accordance with each student's abilities; and assist in other school programs as assigned and support the academic development for an identified population of students or age group.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Reinforce basic skills to designated students in an elementary classroom in coordination with the regular classroom teacher; utilize District curriculum, adopted resources, and appropriate teaching strategies; provide individual, small group instruction, adapting curriculum to meet the needs of all students; instruct students in citizenship, basic communication skills, study skills and other general elements of the course of study specified in state frameworks and the administrative regulations and procedures of the school district.
- Develop weekly lesson plans to reinforce instruction of the students in their regular classroom, providing appropriate, detailed instructions/plans for substitute teacher in event of absence; plan a basic skills program; translating lesson plans into learning experiences so as to best utilize the available time for instruction.
- Establish and maintain appropriate standards of student behavior, utilizing a variety of behavior management strategies and techniques; create an effective social and behavioral climate to encourage student learning.
- Create an effective environment for learning through displays, exhibits, bulletin boards, and/or centers; Provide reasonable safety precautions to protect students, equipment, materials and the school facility.
- Evaluate students' academic and social growth and share results with the regular classroom teacher; keep appropriate records and prepare progress reports and report cards, utilizing district systems; prepare, administer, score, and record results of a variety of criterion-referenced and standardized tests in evaluating student progress.
- Establish and maintain timely and effective communication with parents/staff on the individual student's progress through a variety of means, including a home page; may assist with parent conferences when needed to discuss the individual pupil's progress and interpret the school program.
- Identify student needs and assist and cooperate with school and or District personnel in assessing student needs; develop alternative solutions to individual educational planning.
- Select and requisition books, instructional aids, and instructional supplies, and maintain required inventory records; perform basic attendance accounting and business services as required.
- Maintain professional competence through participation in in-service educator activities provided by the district and/or self-selected professional growth activities; participate in faculty and/or District meetings and committees; participate cooperatively with administrator to develop and accomplish annual goals and objectives.
- Cooperate in school-wide supervision of students during out-of-classroom activities; may sponsor student activities.
- May plan and coordinate the work of student teachers, teacher assistants, aides and other paraprofessionals and/or volunteers.
- Maintain District standards including sharing in the responsibility of school programs; fulfill responsibilities and duties in a timely and efficient manner; promote a professional image; maintain confidentiality; comply with all federal, state, district and school regulations, policies and procedures, and District curriculum and content standards; accept supervision and direction.
- May perform other duties as assigned.

**QUALIFICATIONS:**

Knowledge of:

Basic subject matter of classroom teaching level assigned; principles, theories, methods, techniques, and strategies pertaining to teaching and instruction of elementary students; child growth and development and behavior characteristics of the elementary student; educational curriculum, instructional goals and objectives, and educational trends and research findings pertaining to elementary education; classroom management strategies, techniques and methods, and conflict resolution procedures; socio-economic and cultural background differences of the general school population.

Ability to:

Plan, organize, develop and conduct a comprehensive teaching and instruction program for students in elementary grades; assess the educational needs of students and provide effective learning experiences for students from a wide range of socio-economic and cultural backgrounds and with varying mental, social, and emotional levels; provide a stimulating learning environment; provide innovative programs designed to enhance student educational opportunities and experiences; utilize technology to enhance classroom lessons and as a means for various types of communication and record keeping; communicate effectively both orally and in writing; work cooperatively and collaboratively with others; establish and maintain effective working relationships.

Experience:

Student teaching, internship, or full time teaching experience.

Education:

Bachelor's degree from an accredited college or university.

Physical Performance Requirements:

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of supplies and other work related materials will vary, but generally be of less than twenty pounds. (This is a partial listing of physical requirements. A complete list is available in Personnel Services upon request).

Licenses/Credentials/Certifications:

Valid California Multi-Subject Credential or other appropriate credential for level assigned. Must possess certification to teach English learners. Must be certified as "Highly Qualified" under No Child Left Behind Act.

Board Approved: April 24, 2007